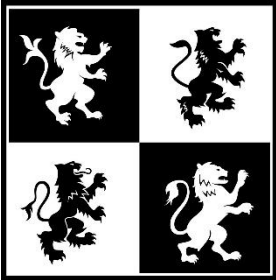


NEW ENGLAND RENEGADES



ABN 99 886 724 598

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**Planned Event**

<b>Date</b>	Wednesday 6th Nov 2024 (or nearest date)
<b>Venue</b>	Armidale State Forest
<b>Time</b>	8:00am – 4:30pm
<b>Capacity</b>	
<b>Activity Area</b>	
<b>Full Explanation of Business or Activity</b>	Building 10m x 10m x 1m wooden fence ('List')

## Event Risk Management Process – Overview

### Likelihood

**Table 1: Likelihood Ratings**

Likelihood	Category	Description
<b>Almost Certain</b>	<b>A</b>	The event is expected to occur in most circumstances
<b>Likely</b>	<b>B</b>	The event will probably occur in most circumstances
<b>Possible</b>	<b>C</b>	The event should occur at some time
<b>Unlikely</b>	<b>D</b>	The event could occur at some time
<b>Rare</b>	<b>E</b>	The event may occur only in exceptional circumstances

### Consequence

**Table 2: Risk Consequence Descriptors**

Consequence	Category	Business Interruption	Environmental	Human	Public Image & Reputation
<b>Catastrophic</b>	<b>5</b>	Essential service failure, or key revenue generating service removed	Irreversible damage	Death(s) / many critical injuries	National and International Concern / exposure
<b>Major</b>	<b>4</b>	Service or provider needs to be replaced	Harm requiring restorative work	Single Death/ multiple long term or critical injuries	State wide Concern / exposure
<b>Moderate</b>	<b>3</b>	Temporary, recoverable service failure	Residual pollution requiring cleanup work	Single minor disablement/ multiple temporary disablement	Local community concern
<b>Minor</b>	<b>2</b>	Brief service interruption	Remote, temporary pollution	Injury	Customer complaint
<b>Negligible</b>	<b>1</b>	Negligible impact, brief reduction/loss of service 2-12 hours	Brief, non hazardous, transient pollution	Minor First Aid	Resolved in day-to-day management

## Risk Matrix

**Table 3: Level of Risk Matrix**

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Medium	Medium	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	Medium	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	Medium

### Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards.

Below is the control hierarchy with general examples of each control measure:

• <b>Elimination</b>	• Avoid the risk by removing the hazard completely.
• <b>Substitution</b>	• Use less hazardous procedure/substances equipment/process.
• <b>Isolation</b>	• Separate the process from people by the use of barriers/enclosures or distance.
• <b>Engineering Controls</b>	• Mechanical/physical changes to equipment/materials/process.
• <b>Administrative Controls</b>	• Change procedures to reduce exposure to a hazard
• <b>Personal Protective Equipment</b>	• Gloves, hats, boots, goggles, masks, clothing etc.

All persons reviewing this document acknowledge the controls and will commit to utilising these where possible to mitigate the hazard and risk identified

**Name (Printed)** Justin Ford

**Position:** Secretary of New England Renegafes

**Date:** 1<sup>st</sup> Oct 2024

**Signed:**

*Justin Ford*

### Hazard and Risk Assessment Control Checklist

NO.	RISK SOURCE ELEMENTS	DETAILS
1.	Access and egress of patrons & general queue management	
2.	Alcohol & drugs	
3.	Emergency egress from temporary buildings and areas	
4.	Biological agents	
5.	Broken glass, litter etc.	
6.	Property and asset loss and damage	
7.	Criminal activity	
8.	Fire, Hot surfaces	
9.	Food Poisoning	
10.	Hazardous Materials	
11.	Live electrical wires or faulty equipment	
12.	LPG, balloon gas & all cylinders	
13.	Manual Handling	
14.	Overcrowding	
15.	Plant and Equipment	
16.	Medical Emergency	
17.	Wind storm, Lightning strike, Extreme Heat, Total Fire Ban	
18.	Flammable liquids used to refuel generators,	
19.	Slip, Trip, Fall and Knock	
20.	Structures, scaffold, fences, stacked materials etc. collapsing	
21.	Weather extremes	
22.	Injury to Patrons	
23.	Injury to performers	
24.	Valuables and Weapons - Theft	

Risk Source Element		Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
01	Access and egress of volunteers	<ul style="list-style-type: none"> <li>➤ Anxiety</li> <li>➤ Frustration</li> <li>➤ Bodily injury</li> <li>➤ Blockage of paths</li> </ul>	<ul style="list-style-type: none"> <li>➤ Carpark located within short walking distance</li> <li>➤ All volunteers to be informed of the path and have visited the site previously</li> </ul>	D1 Low	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>
02	Alcohol & drugs	<ul style="list-style-type: none"> <li>➤ Drunken behaviour</li> <li>➤ Riotous &amp; disruptive behaviour</li> <li>➤ Bodily injury and asset damage</li> </ul>	<ul style="list-style-type: none"> <li>➤ New England Renegades has a strict no-drinking policy during events and activities</li> <li>➤ Volunteers are informed of this</li> <li>➤ Over 50% of volunteers are active NSW police personell</li> </ul>	D2 Low	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>
03	Emergency egress from buildings and/or enclosed sites	<ul style="list-style-type: none"> <li>➤ Panic</li> <li>➤ Anxiety</li> <li>➤ Bodily injury</li> <li>➤ Death</li> </ul>	<ul style="list-style-type: none"> <li>➤ Carpark located within short walking distance</li> <li>➤ All volunteers to be informed of the path and have visited the site previously</li> <li>➤ Weather and fire risks to be monitored</li> <li>➤ marshalling location then move calmly to assembly area together</li> <li>➤ All operators to understand emergency evacuation procedures in place or each area</li> </ul>	E2 Low	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>

Risk Source Element		Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
<b>04</b>	Biological agents	<ul style="list-style-type: none"> <li>➤ Needle Stick Injury</li> <li>➤ Blood</li> <li>➤ Vomit</li> <li>➤ Potential injuries and illness to public &amp; staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Vigilant cleaning</li> <li>➤ Syringe waste disposal units available</li> <li>➤ On site organisers trained in first aid.</li> <li>➤</li> </ul>	D2 Low	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>
<b>05</b>	Broken glass, litter etc	<ul style="list-style-type: none"> <li>➤ Potential cuts and lacerations to hands and feet of patrons and staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ No glass receptacles to be used during event at venues in outdoor areas.</li> <li>➤ Additional rubbish receptacles for designated areas as required.</li> </ul>	D1 Low	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>
<b>06</b>	Property and asset loss or damage	<ul style="list-style-type: none"> <li>➤ Damaged property</li> <li>➤ Bodily injury</li> <li>➤ Negative publicity</li> <li>➤ Unnecessary expense</li> </ul>	<ul style="list-style-type: none"> <li>➤ Over 50% of volunteers to be active NSW police personell</li> <li>➤ Vehicles to be locked with glove compartments open</li> <li>➤ Valuables to be left at home where possible</li> </ul>	D1 Low	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>

Risk Source Element		Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
07	Food Poisoning	<ul style="list-style-type: none"> <li>➤ Illness or injury to staff or patrons</li> </ul>	<ul style="list-style-type: none"> <li>➤ Foodstuffs in products to be acceptable for public consumption under all applicable legislations</li> <li>➤ Volunteers to take steps to maintain a high standard of food hygiene at all times</li> <li>➤ Appropriate hand sanitising facilities to be available where required</li> </ul>	E2 Low	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>



Risk Source Element		Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
<b>08</b>	Hazardous Materials	<ul style="list-style-type: none"> <li>➤ Potential injuries to public and staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Hazardous materials not to be stored in large quantities at the Event sites</li> <li>➤ Each material to be accompanied by Material Safety Data Sheet (MSDS)</li> <li>➤ To be stored in the correct containers in the correct manner as per local legislation</li> <li>➤ PPE to be used when handling materials as dictated by MSDS</li> </ul>	<p>D2 Low</p>	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>

Risk Source Element		Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
<b>09</b>	Manual Handling	<ul style="list-style-type: none"> <li>➤ Bodily injury</li> <li>➤ Muscular skeletal disorder</li> </ul>	<ul style="list-style-type: none"> <li>➤ Trolleys and mechanical lifting aids used wherever possible</li> <li>➤ Purpose built mobile racks for quantities of equipment and stock</li> <li>➤ Staff training to incorporate instructions regarding manual handling &amp; correct procedures</li> <li>➤ All tasks requiring specific methods to have printed instruction sheets on safe work practice</li> </ul>	<p>D2</p> <p>Low</p>	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>

Risk Source Element		Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
			times.		
10	Medical Emergency	<ul style="list-style-type: none"> <li>➤ Poor access for emergency vehicles</li> <li>➤ Potential injuries to public and staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Strategically placed First Aid kits in locations accessible by volunteers</li> <li>➤ First Aid manager on site</li> <li>➤ Selected staff members trained in first aid</li> <li>➤ Wardens &amp; security trained in ambulance response</li> <li>➤ Designated emergency accesses</li> </ul>	E2 Low	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>
11	Wind storm Lightning strike Extreme Heat Total Fire Ban	<ul style="list-style-type: none"> <li>➤ Bodily injury from flying debris/falling objects to patrons and performers</li> <li>➤ Loss and damage to infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>➤ Organisers to inspection of site to highlight poorly fastened signs or articles which may become hazards in strong wind</li> <li>➤ Activities and entertainment volunteers to monitor the weather forecasts and address and risks in relation to the weather forecast.</li> <li>➤ Operators requiring weather being monitored must have reliable means of obtaining and monitoring wind and weather conditions.</li> <li>➤ Strong wind warning (25 to 33) knots issued by weather bureau is to result in constant monitoring of situation by all organisers</li> <li>➤ Lightning Storm to result in evacuation of structures susceptible to lightning strike</li> <li>➤ Ensure all tents and marquees are adequately weighted prior to event and secured down</li> <li>➤ Remove umbrellas if there's threat of wind</li> </ul>	C2 Med	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>

Risk Source Element		Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
12	Slip, Trip, Fall and Knock	<ul style="list-style-type: none"> <li>➤ Bodily injury to public or participants</li> </ul>	<ul style="list-style-type: none"> <li>➤ Staff trained in recognition and prevention</li> <li>➤ Serious trip and fall hazards identified and removed or treated to prevent injury</li> <li>➤ Volunteer site safety induction</li> <li>➤ Barriers placed around protruding equipment</li> <li>➤ Changes in height and edges highlighted</li> <li>➤ Slippery surfaces treated or isolated</li> <li>➤ Additional lighting in dark areas</li> <li>➤ Spills and etc. isolated then cleaned by volunteers as soon as reported</li> </ul>	C1 Low	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>
13	Structures, fences, stacked materials etc. collapsing	<ul style="list-style-type: none"> <li>➤ Crushing injury or fall injury to public or participants</li> </ul>	<ul style="list-style-type: none"> <li>➤ Structures constructed by contractors with relevant qualifications</li> <li>➤ Use of materials with manufacturer's specifications</li> <li>➤ Building control group requirements for occupancy of temporary structures</li> <li>➤ Stacked materials held by suitable racking systems and devices to prevent collapse</li> <li>➤ Volunteers monitor all structures</li> </ul>	E3 Med	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>
14	Weather extremes	<ul style="list-style-type: none"> <li>➤ Cold/heat induced illness for participants with inappropriate clothing</li> </ul>	<ul style="list-style-type: none"> <li>➤ Site induction highlighting possible risk to volunteers.</li> <li>➤ Personal protective clothing to be worn as required</li> <li>➤ All volunteers to take the appropriate action to prevent exposure</li> <li>➤ Sunscreen to be available on site</li> <li>➤ Weather conditions to be monitored</li> <li>➤ Adequate water available for volunteers to be provided by organisers</li> <li>➤ Monitor for early signs of heat exhaustion, if exhibiting any signs, they will be sent to first aid</li> </ul>	D2 Low	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>

		➤ Dehydration	<div><div>➤ Shaded area will be available</div><div>➤ Electrolyte drinks will be available</div><div>➤ Event schedule will be modified to a reduced load in the event of extrema weather</div></div>		
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Risk Source Element		Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
<b>24</b>	Valuables and Weapons - Theft	<ul style="list-style-type: none"> <li>➤ Theft of weapons that could be used to harm people</li> </ul>	<ul style="list-style-type: none"> <li>➤ Victoria Police communicated to by Activity Organisers</li> <li>➤ Full perimeter made of crowd Control Barrier protecting the site</li> <li>➤ Equipment and weapons to be out of site when not in use.</li> <li>➤ Equipment and weapons to have constant supervision</li> <li>➤ Team Kraken assigned a radio to communicate with Event Control Centre should individuals forcibly remove weapons, threaten performers, or if any items are stolen.</li> </ul>	C2 Med	<ul style="list-style-type: none"> <li>➤ Management</li> <li>➤ Activity Organisers</li> <li>➤ Volunteers</li> </ul>